

# HPOG Community Website: Log In and Uploading Documents Instructions

## Introduction

The purpose of this document is to provide instructions to successfully login to the HPOG Community Website and upload a document into a grantee folder. It is intended for use by HPOG grantees.

## Log in to the HPOG Website

1. To access the HPOG website, click on the [HPOG Community Website](http://hpogcommunity.acf.hhs.gov) link.
2. Click the **Sign In** link located in the upper right-hand corner of the screen. The *Windows Security* box will appear (Figure 1). Move your cursor to the "User name" field and enter ***your personal username***. Then, move to the "Password" field and enter ***your unique password*** and click the <OK> button. Your name will now replace the "Sign In" link in the upper right-hand corner of the screen. You have successfully logged in.

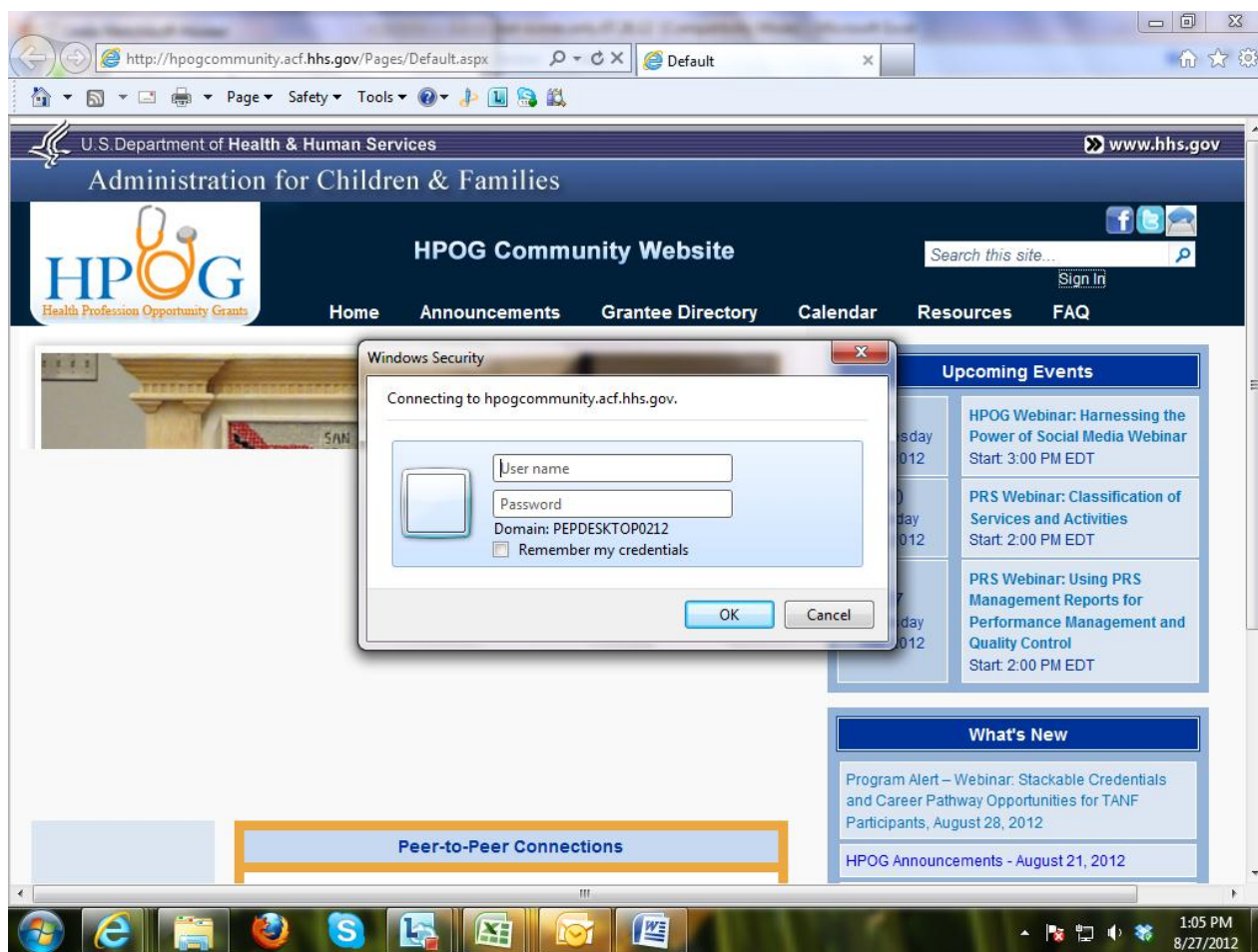


Figure 1

## Uploading Documents to a Grantee Folder

1. Near the top portion of the screen, six menu options are displayed on a horizontal navigation banner. Click on the **Grantee Directory** to access the individual grantee folders.
2. Once selected, several menu option links will appear on the left hand side of the screen. Move your cursor to and click on the **Grantee Folders** option.
3. Your grantee folder is now displayed. Your JBS coach, OFA and PEP staff also has access to this folder. To upload a document to your folder, move your cursor and click on part of the folder icon. Once selected, the following screen will appear (Figure 2).

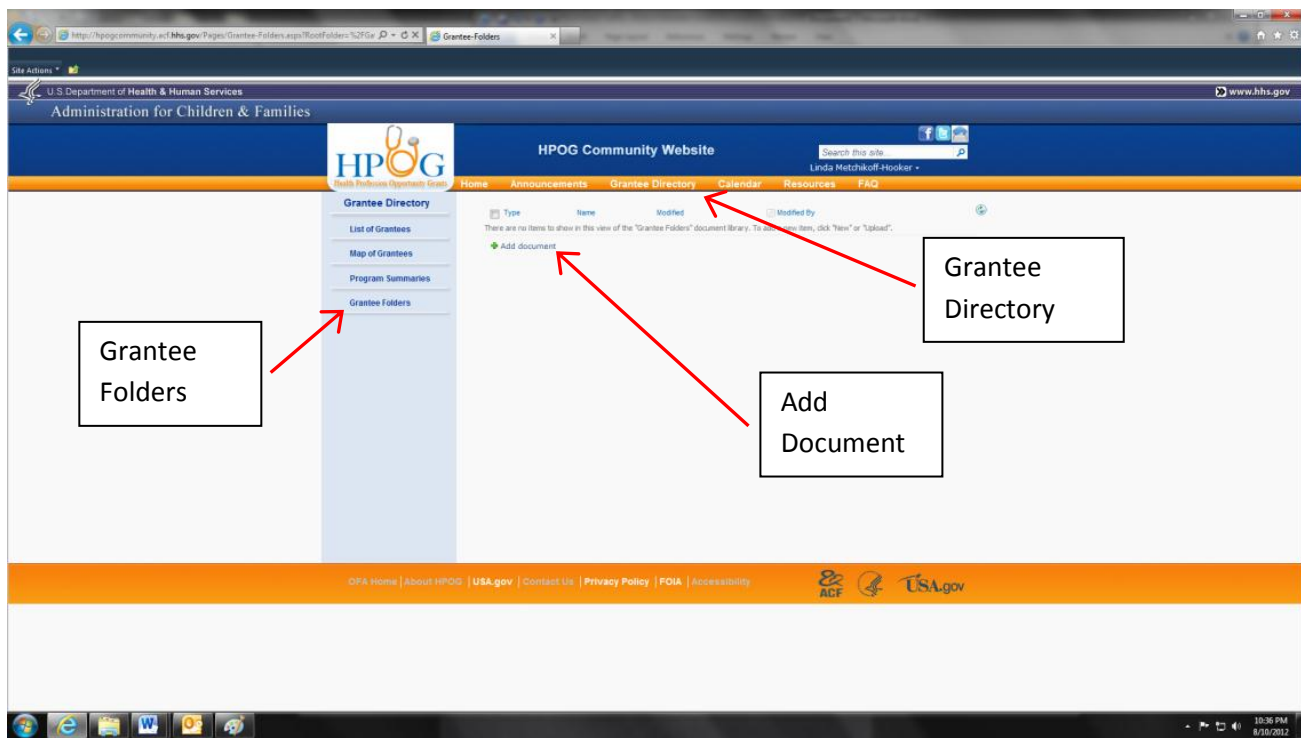


Figure 2

4. To upload a document, click the **Add document** link.
5. The *Upload Document* screen now appears (Figure 3). To upload a document, click on the **Browse** option to locate and select the filename of your choice. Once the document has been selected and the filename appears in the "Name" field, click the **OK** button.

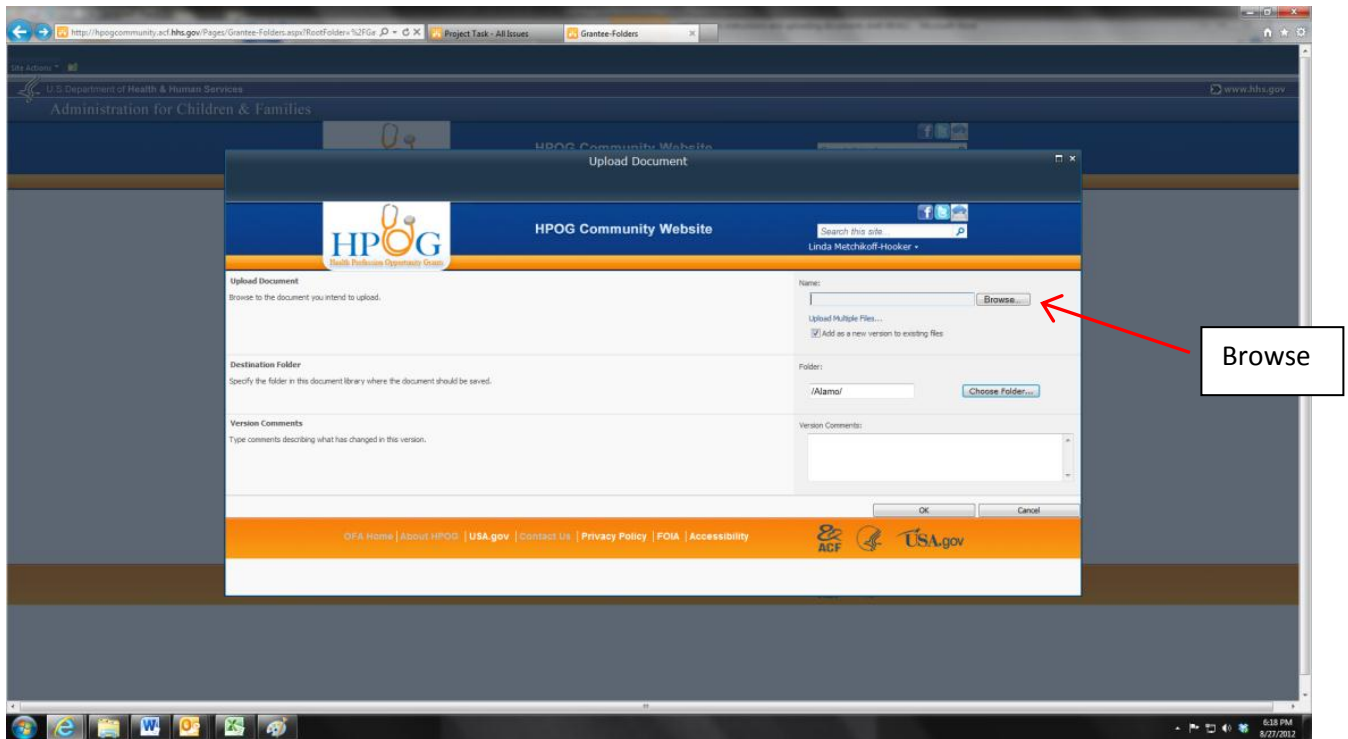


Figure 3

6. The message appears: “The document was uploaded successfully and is checked out to you” (Figure 4). Verify the information in the **Name** and **Status** fields (see the “Process to Verifying Documents” section for status descriptions). Click the **Save** button near the bottom of the screen to upload the file in the grantee folder.

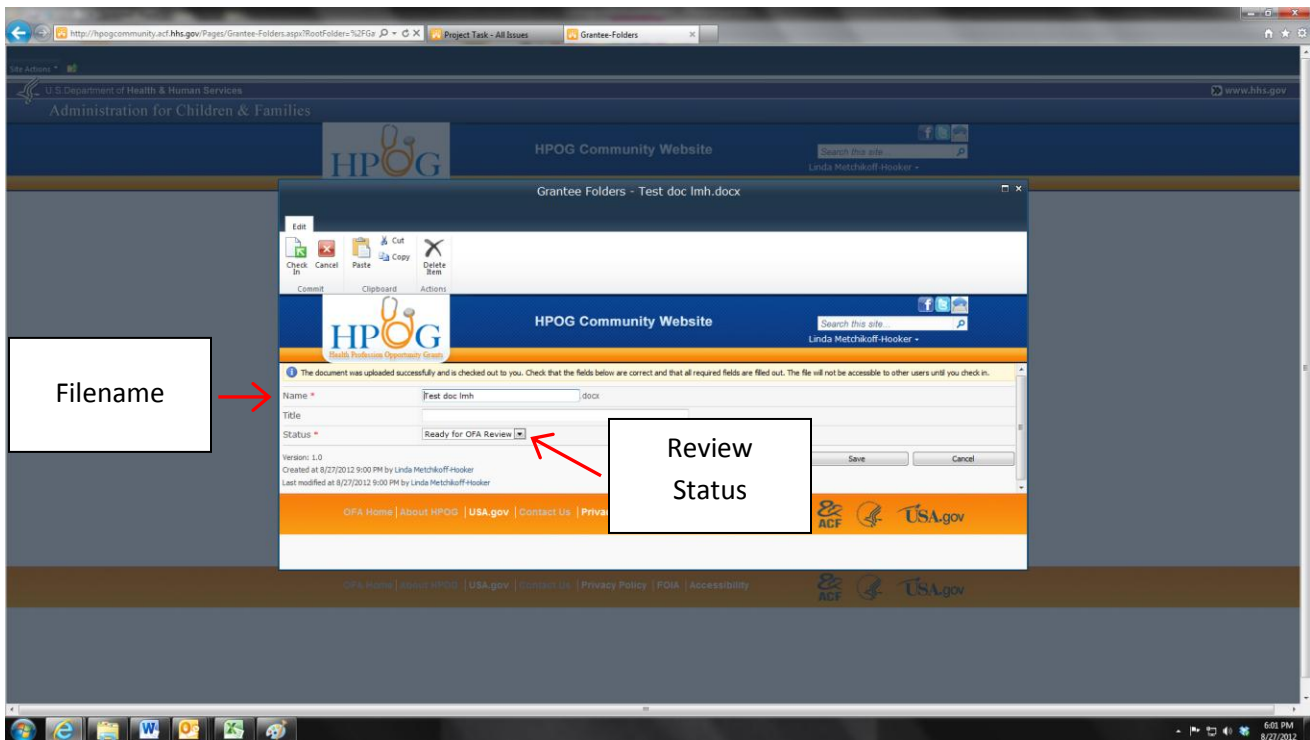


Figure 4

## Process to Verify Documents

All files located in the grantee folder can only be viewed by the grantee, JBS coaches, OFA and PEP staff. Before a document is determined as “ready” for placement on the public website, a five-step review process is followed by the entire team.

1. **Ready for OFA Review:** When a document is first placed in a grantee folder, the JBS coach labels it as “Ready of OFA Review.” Each month, the FPO reviews and makes necessary edits to all materials with this status. The FPO will change the status to “Ready for Stan” on all approved documents.
2. **Ready for Stan:** Then, the Program Manager (Stan) will review each document with this status and make edits or approves the document. If the document is approved, it will be mark as such. Otherwise, comments will be placed in the “Comments” section indicating that some changes are required.
3. **Approved:** JBS coaches go back into the folders often to check on the status of documents. If OFA has provided comments on a document, the JBS coach reviews the comments and works with the grantee to make appropriate changes/edits and the process begins again. Otherwise, JBS makes any minor edits, runs 508 compliance checks and updates the “Comments” sections before marking the document “Ready for Posting.”
4. **Ready for Posting:** At the the end of each month, PEP uploads the document to the appropriate permanent location on the HPOG Community Website for public viewing.
5. **Posted:** Once the document has been uploaded to its permanent home, PEP marks the document with the “Posted” status.